

DUTY STATEMENT

STATE OF CALIFORNIA

GS 907T (REV. 04/02)

EMERGENCY MEDICAL SERVICES AUTHORITY

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA- EMS 024	EFFECTIVE DATE:
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1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Emergency Medical Services Division	3. CLASS TITLE Associate Health Program Adviser
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Emergency Medical Services (EMS) Systems Manager, EMS Systems Division, the EMS System Planning Analyst develops, evaluates, and monitors issues relating to EMS Systems planning. The position requires specific knowledge of emergency medical services and EMS transport issues as it impacts the delivery of quality of patient care.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

The EMS System Planning Analyst provides professional support and technical assistance to local EMS agencies, public and private EMS provider agencies, public safety agencies and various committees on EMS. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, A.A.M., using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools.

35%

In order to ensure Exclusive Operating Ambulance (EOA) Zones are in statutory compliance:

- ? Reviews and provides technical assistance to local EMS agencies who submit EOA Request for Proposals.
- ? Reviews Ambulance Zone Forms and supporting documentation submitted by local EMS agencies for statutory compliance regarding exclusivity.
- ? Assists the Department's legal counsel on EOA exclusivity issues.

25%

In order to implement the use of the revised EMS System Standards and Guidelines by local EMS agencies by providing consultation and technical advice in person and/or over the phone the incumbent:

- ? Provides education on the revised Standards and Guidelines to local EMS agency staff.
- ? Provides technical assistance to local EMS agencies on how to reflect their current compliance with the Standards and Guidelines when writing the local EMS Plan.
- ? Reviews and makes recommendations to the EMS Systems Division Chief regarding local EMS agency compliance with the Standards and Guidelines reflected in the submitted EMS Plans and Plan Updates.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
	<p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge of and/or experience in emergency, public health and/or or a health/ medical background • Strong written, analytical, interpersonal and oral communications skills, • Ability to act with flexibility and tact. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Work well as part of a team and independently as necessary, • Build good working relationships with constituents. <p>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> • Office environment, business dress for a professional office • Present self professionally • Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently • Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government • Ability to consistently exercise good judgment and effective communication skills • Ability to travel on an occasional to moderate basis and occasionally work overtime. 	
11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Bonnie Sinz	SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE